

Job Profile: [Link Tutor](#)

Grade 6

[Link Tutor](#)

Date created: January 2015 , updated May 2021

About the Job

Gloucestershire Hospital Education Service (GHES) provides education and support for young people from across the county who are unable to attend school for medical reasons. The Service aims to provide for pupils a seamless educational transition between school, hospital and home. We work closely with medical and educational professionals to develop individualised programmes of study for pupils from reception to Key Stage 4 and pupils with SEND and literacy needs. We aim for excellence in our support for pupils of all ability levels and we strive to help each achieve his/her potential and reintegrate successfully to school or college when medical conditions allows. Tuition may be delivered in the pupil's home, online or in our classroom in Cheltenham. Online delivery of lessons has enabled us to extend and enhance our provision available, and this is the main way we deliver the core curriculum at KS4. Safeguarding is of paramount importance in the role and throughout GHES - safeguarding training is provided and updated regularly. This role covers the vital pastoral aspect of our service, and so the vast majority of contact with students is in the home: ensuring they can access their learning, delivering aspects of our well-being and PSHE curriculum, and developing their skills and confidence throughout their time with us.

This is what we need you to do...

- To promote the safety, well-being and successful outcomes of all pupils.
- To facilitate effective partnerships between parents, GHES, mainstream schools and all other agencies involved.
- To support successful reintegration back into schools by providing in-school support, liaising with school, teachers and parents and using strategies with pupils that build confidence and boost self-belief and self-esteem.
- To provide pastoral support to pupils with GHES at all key stages and ability levels and in all areas of the county as required.
- To undertake activities necessary to meet the physical and emotional needs of young people or children with educational, physical or emotional needs including the delivery of the GHES wellbeing curriculum.
- To liaise with schools and medical professionals to develop Individual Education Plans for all pupils, taking account of learning and medical needs, as well as the pupils' personal interests and goals.
- Contribute to the updating and attending of meetings for TAF, TAC, CIN, CP.
- To lead on and contribute to casework related to the pupil's wider needs, including attending or leading Multi-Agency meetings.
- To produce and maintain accurate and timely records and data as required and requested, and produce link tutor reports according to service practices and procedures.
- To implement, and adhere to, GHES and GCC policies and procedures and to contribute to the service self-evaluation process and service development plans.
- To be flexible, creative and be able to demonstrate initiative in supporting the work of children with medical needs.
- To undertake any other duties which are relevant to the post as required.

Special Conditions

- This position is subject to enhanced DBS, (Disclosure and Barring Service) check.
- GHES front-line staff are required to hold a current and valid driving license,

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During these you would be the main representative from GHES.

to have full-time use of a car and be prepared to drive throughout the county as required.

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above. We are looking for an individual who is enthusiastic and forward thinking and who can take initiative with a commitment to inclusion and to the educational development of children who have medical needs.

The ideal candidate will have...

Experience

- Experience of working with a wide range of agencies.
- Proven record of contributing to outstanding pupil outcomes or outcomes of individuals in other settings.
- Experience of working with vulnerable groups and SEND pupils.
- Proven experience of the delivery of pastoral support in schools or other settings.
- Experience and knowledge of complex safeguarding issues and how to successfully and appropriately address the issues to ensure positive outcomes.

Knowledge, Skills and Understanding

- Excellent safeguarding knowledge
- A passion for learning and an ability to share this with young people.
- Commitment to equal opportunities for all young people.
- Commitment to high aspirations for young people.
- Excellent IT and email management skills.
- Excellent communication skills, written and spoken.
- Effective record keeping and data management.

Behavioural attributes

- Demonstrates Gloucestershire Employee Behaviours
- Demonstrates flexibility and can embrace change
- Works collaboratively within a multi-disciplinary team
- Is able to work independently and manage own time effectively and efficiently
- Is committed to learning and professional development
- Is punctual and reliable
- Is child-centred
- Is calm under pressure
- Is able to work as a team and remain positive and cheerful
- Respects confidentiality and professional boundaries

Education & Qualifications

Essential

- Relevant qualification in education, health or social care (or equivalent experience), or,
- Minimum level 3 NVQ / HLTA Qualification

There are also a number of generic requirements that are applicable to all employees within the Council.

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